

Getting Started with Outlook Web Access Email

This guide has been prepared for using the LEAD Outlook Web Access Email. The use of Internet Explorer 5.0 or newer is highly recommended due to enhanced functionality. (This guide has been prepared assuming you are using Internet Explorer, there will be some minor differences if you are using Netscape).

Outlook Web Access has many features beyond those covered in this guide.

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1. Requirements:

- Internet Access and either Internet Explorer or Netscape.
 - Your **LEAD Email LOGIN ID**
 - Your **Current Email Password** – (cannot be more than 10 positions)
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2. Logging On

1. Open Internet Explorer.
2. Assure that **PopUp Blocker** is set to Low.
3. In the address box type <https://web.lead.army.mil/exchange> (the *Outlook Web Access Email Log on page will appear*).
4. If a Security Alert is displayed click **YES** you may then be prompted to accept the security certificate, to proceed click Yes.
5. In the *User Name* text box type your old logon. Press Enter Key.
6. You will be prompted to input your **NAE\logon and password again**.
7. As a security precaution do NOT check the box next to Save this password...
8. The Outlook Web Access *Inbox* will appear.

3. Reading Email Messages

1. If necessary, from the *Outlook* sidebar, click the **Inbox** icon.
2. Double click the message you want to read (*Note: to see all the messages you may need to click next page*).
When finished reading, click the **X** in the upper right corner to close the window.

4. Sending Email Messages


1. On the *Task* bar, click **New**  **New**.
The *New Message* window appears.

2. In the **To** text box, type the email address of the person you are sending the message to and press the [TAB] key.

Optional: In the **Cc** or **Bcc** text box, type the address of anyone you want to **Cc** (*Carbon Copy*) or **Bcc** (*Blind Carbon Copy*) a copy of the message to and press the [TAB] key.

3. In the **Subject** box, type an appropriate subject line (*Note: good email etiquette requires a subject*) and press [TAB] twice.
4. In the body of the message, type your message content and when complete, click **Send**.

5. Checking for New Mail

1. To check for new messages after logging in, click **CHECK FOR NEW Messages** button  on the *Task* bar.

6. Sending an Attachment


1. Compose an email message.
2. Click the **Attachments** tab.
3. To select a file to attach, click **Browse...**
4. Locate and select the file.
5. Click **Open**.
6. Click **Add Attachment Now**.
7. Click **on Message Tab..**
8. Continue with sending your email message.

7. Receiving an Attachment

WARNING: If you delete the message before saving the attachment, the attachment is gone!


1. Read the email message with the attachment.
2. Under *Attachments*, click the attachment you want to open, the file download window will open and prompt you to either *Open the file from its current location* or *Save the file to disk*, make a selection and click **OK**.
3. If *Open the file from its current location* was selected a new window will be opened.
4. If *Save the file to disk* was selected a new window will open and allow you to navigate to the desired directory or removable media, click **Save**. A Download Complete Window will appear, click **Open** to open the downloaded file.
5. To close the attachment window, click the **X** in the upper right corner of the window.

8. Using Multiple Pages in OWA

OWA displays about 20 messages (or contacts) on a screen. You can move to the next screen by clicking on the arrow to the right of the  field at the top of the screen.


9. Deleting Email Messages

There are 3 ways to delete messages using OWA:

- To delete an open message, click the Delete button  on the toolbar. The message is deleted when you click the X.
- To delete a message while viewing the Inbox Viewer, select the check box adjacent to the sender's name, and then click Delete. The screen should automatically refresh when you delete with this method.
- To delete multiple messages while viewing the Inbox Viewer, select the check box adjacent to the sender's name for each message that you want to delete, and then click Delete marked messages. The screen should automatically refresh when you delete.

Each of these methods only moves the deleted messages to the Deleted Items folder. They are not removed permanently unless you delete them from the Deleted Items folder. To permanently delete items from your Deleted Items folder click on the trash icon on the menu bar.

10. Emptying the Deleted Items Folder

1. On the *Task* bar, click **EMPTY DELETED ITEMS FOLDER**,  all items are now permanently deleted. A dialog box will be displayed asking if you are sure you want to permanently delete all items... click **OK**.

Important: All items in the **Deleted Items Folder** count against your email quota, it is recommended that you empty the deleted items folder at the end of each session.

Logging off of Outlook Web Access:

Important: In order to clear your Username(Login ID) and Password and to ensure your email account is not accessible to others you will need to close your browser at the end of your Outlook Web Access Email Session.